

RFP Clarifications Memorandum

To: Vendors Responding to RFP Number 3740 for the North Mississippi State Hospital (NMSH)
From: Craig P. Orgeron, Ph.D.
Date: March 28, 2014
Subject: Clarifications to Specifications
Contact Name: Chris Grimmer
Contact Phone Number: 601-432-8208
Contact E-mail Address: chris.grimmer@its.ms.gov

RFP Number 3740 is hereby amended as follows:

1. Title page, second box is modified as follows:

**Chris Grimmer
Technology Consultant
Information Technology Services
3771 Eastwood Drive
Jackson, MS 39211
(601) 432-8208
chris.grimmer@its.ms.gov**

2. Title page, third box is modified as follows:

**PROPOSAL, SUBMITTED IN RESPONSE TO
RFP NO. 3740
DUE May 8, 2014 @ 3:00 p.m.,
ATTENTION: Chris Grimmer**

3. Section II Proposal Submission Requirements, Item 14.1 is amended as follows:

“The State’s contact person for the selection process is: Chris Grimmer Sandra Randall, Technology Consultant, 3771 Eastwood Drive, Jackson, MS 39211, 601-432-8208 601-432-8065, chris.grimmer@its.ms.gov ~~Sandra.Randall@its.ms.gov~~.”

4. Section VII Technical Specifications, Item 3 is amended as follows:

Task	Date
First Advertisement Date for RFP	03/11/2014
Second Advertisement Date for RFP	03/18/2014
Mandatory Vendor Conference	03/25/2014
Vendor Site Visit (<u>Mandatory</u> Optional)	<u>5:00 p.m. Central Time on 04/04/2014</u>
Deadline for Vendor's Written Questions	3:00 p.m. Central Time on <u>04/07/2014</u> 03/31/2014
Deadline for Questions Answered and Posted to ITS Web Site	04/23/2014
Open Proposals	3:00 p.m. Central Time on 05/08/2014
Evaluation of Proposals	05/08/2014
Contract Negotiation	TBD

5. Section VII Technical Specifications, Item 4.1.2 is amended as follows:

“Vendor must deliver a written document to Chris Grimmer ~~Sandra Randall~~ at ITS by Monday, April 7, 2014 ~~March 31, 2014~~, at 3:00 p.m. Central Time. This document may be delivered by hand, mail, email, or fax. Address information is given on page one of this RFP. The fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF QUESTION DOCUMENTS. It is solely the responsibility of the vendor that the clarification document reaches ITS on time. Vendors may contact Chris Grimmer ~~Sandra Randall~~ to verify the receipt of their document. Documents received after the deadline will be rejected.”

6. Section VII Technical Specifications, Item 5.2 is amended as follows:

“MANDATORY – On-site attendance at the Vendor Conference on Tuesday, March 25, 2014, at 1:00p.m. Central Time is mandatory for any Vendor who intends to submit an RFP response. At the Vendor Conference, prospective Vendors will be given a walkthrough of the facility and contact information to schedule a site survey. The North Mississippi State Hospital contact person for the scheduling of site surveys is: Chris Bozek, Systems Manager, 1937 Briar Ridge Road, Tupelo, MS 38804, 662-690-4265, cbozek@nmsh.state.ms.us. The site survey must be completed by 5:00 p.m. CST, Friday, April 4, 2014 ~~prior to proposal submission~~. No exceptions will be granted to this requirement. Any proposal received from a Vendor who did not have an authorized representative at the Vendor Conference will be rejected.”

7. Section VII Technical Specifications, Item 8.3 is amended as follows:

“The Vendor agrees that the Vendor has completed a site survey and that the Vendor is completely familiar with campus and building layout design. Refer to requirement 5.2 ~~5.3~~ for details about scheduling a site survey.”

RFP responses are due May 8, 2014, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Chris Grimmer at 601-432-8208 or via email at chris.grimmer@its.ms.gov.

cc: ITS Project File Number 40748